



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS
LANSING

RAYMOND W. BEACH, JR.
EXECUTIVE DIRECTOR

December 8, 2006

IMPORTANT NOTICE

Mandatory Annual Registration Law Enforcement Distribution (LED) Reporting and Registration

The Michigan Commission on Law Enforcement Standards (MCOLES) is conducting the 2007 Annual Registration from **Friday, January 5, 2007 through Friday, March 9, 2007**. **Michigan law requires the participation of all Michigan law enforcement agencies in the MCOLES Annual Registration process to provide verification of law enforcement employment.** Voluntary participation in the Justice Training Law Enforcement Distribution is also accomplished during this cycle.

The Annual Registration process includes the following steps:

1. Verification that the agency's profile (agency head, address, phone number, e-mail address, etc.) is correct as listed on the MCOLES Network.
2. Review and verification of the agency roster that lists the current licensed officers and those previously licensed officers that have had an employment status change during calendar year 2006.
3. Report the hours worked for each individual officer who was employed during the calendar year 2006.
4. Those agencies that wish to participate in the Justice Training Fund Law Enforcement Distribution (LED) will report 2006 LED expenditures and register for 2007 funds. Agencies receiving LED funds must report prior year expenditures for training, equipment purchases, and supplies and operating expenditures. Details of 2006 expenditures are entered on the Annual LED Expenditure Detail page. A summary statement of LED fund balances (as of December 31, 2005) will appear on the Annual LED Summary web page for allocation of 2006 expenditures.

Verification of law enforcement employment and LED expenditures are submitted via the MCOLES network. **Please be sure that your agency has an authorized MCOLES Network operator available, with the appropriate Internet access, to enter your agency's information.**

Sheriff Gene Wriggelsworth, Chair • Chief Jeffrey Werner, Vice-Chair • Mr. John Buczek • Mr. David Morse • Mr. James DeVries • Chief Doreen Olko, Col. Tadarial J. Sturdivant, Represented by Lt. Col. Timothy Yungfer • Attorney General Mike Cox, Represented by Mr. William Dennis • Chief Ella Bully-Cummings, Represented by Deputy Chief Deborah A. Robinson • Sheriff James Bosscher • Director Kurt R. Jones • Professor Ron Bretz • Sheriff Robert J. Pickell • Chief James St. Louis • Officer Richard Weaver • Tpr. Michael Moorman

Authorized operators should log into the MCOLES Network to verify their logon ID and password **prior to January 5, 2007.**

- If passwords have expired, the change password screen will appear. Users will create a new password to complete the logon process.
- Network operators should contact the MCOLES Help Desk if they cannot log on due to an invalid logon ID or need help with other reporting issues.

Help Desk hours will be extended during the reporting period. Assistance will be available from 7:00 AM to 5:00 PM and during the lunch hour. The Help Desk number is (517) 322-5615.

If your agency head does not appear correctly on the Entity Profile page, please remember that a Law Enforcement Agency User Agreement Addendum must be submitted to initiate any change. The Addendum form can be found on the MCOLES public website at www.michigan.gov/mcoles. Please fax the completed form to MCOLES at 517-322-9926. When the form is received, MCOLES staff will update the agency head information.

Specific instructions and guidelines, a checklist, and responses to frequently asked questions are available for your reference on the Annual Registration Home Page and the MCOLES public web site noted above.

We thank you in advance and we are looking forward to working with you to accomplish another successful registration cycle.

Sincerely,



Raymond W. Beach, Jr.
Executive Director